

CONFIDENTIAL

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*File 3-3-3
Records Management
Correspondence Cabinets*

21 MAY 1959

Chief, Supply Division, Office of
Logistics

Chief, Records Management Staff,
Management Staff

Procurement of Open-Shelf Filing Equipment, Fiscal Year 1960

1. As you know our current agreement and procedure for the purchase of Open-Shelf Filing Equipment will end on 30 June 1959. I wish to request that funds for the Fiscal Year 1960 for Shelf Filing be made available to Agency components under a similar agreement. This will enable the Records Management Staff to continue our efforts in assisting these components to gain maximum utilization of their floor space in the new building.

2. I think you will agree, the results we have obtained in the past two years are astounding. For example, completed Shelf Filing installations returned \$235,000 worth of filing cabinets and safes to stock. These cabinets and safes were replaced by \$79,000 worth of shelving. Savings in floor space, utilized by equipment only, averaged 30% while there was an average increase of 49% in available filing space.

3. The current arrangement of giving credit for turned in equipment has been most satisfactory. This is particularly true since most offices cannot anticipate their requirements in relation to shelf-filing equipment. It is also true in those instances where the use of shelving is suggested to an office for the first time and they are without funds to obtain the needed equipment.

4. For the Fiscal Year 1960, I estimate that \$40,000 should be included in the Budget Estimate. Approximately \$10,000 of the above amount will be needed for [redacted] the Office of Operations. As you know, we were requested by the DD/S to examine these [redacted] and install shelving wherever the application is economical. We have done this with [redacted] the largest. Equipment for this office cost approximately \$1,400.

25X1

25X1

5. I think a continuation of the present system of procuring shelving is advisable and very worth while. I would like however, at your convenience, to discuss making open-shelf filing equipment a standard stock supply item.

Mgt/S/RMS/RDB/R [redacted]

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